

Los Alamos

NATIONAL LABORATORY

memorandum

Security and Safeguards Division
S-6, Information and Personnel Security

To/MS: Master Management Distribution
Administrative and Support Distribution
From/MS: Larry Freestone, G733
Phone/FAX: 667-6901/667-1368 (Badge Office)
Symbol: S6-98-80
Date: December 7, 1998

SUBJECT: UPDATE ON BADGE OFFICE FORMS

Numerous changes have been made to Badge Office forms over the last several months. There have also been policy changes for submitting requests. This memorandum is intended to summarize the principal changes.

- 1) Badge Office forms in the fillable PDF format now have embedded hyperlinks to Web pages that can assist users who need additional information. The Badge Office Web site (<http://badge.lanl.gov>) contains extensive information that customers have found useful, such as detailed procedures and descriptions of various types of badges. **NOTE:** All online Badge Office forms are now offered in fillable PDF format. JetForm versions are being phased out. By the end of this calendar year, Badge Office forms will be available exclusively in fillable PDF.
- 2) In a recent memorandum, MM885/ADS953 (Sept. 10, 1998), the Badge Office announced the requirement that two of its forms, Form 864 (*Request for Unclassified Visits to Security Areas by U.S. Citizens*) and Form 917 (*DOE Standard Badge Request*) must be signed by someone with signature authority, as verified in the SABOF component of the Laboratory's Signature Authority System. In consultation with CIC-6 and CIC-13, the authority to assign has now been placed under SAADM, which is widely used for assigning most Group and Division signature authorities. Bringing assignment of signature authority for Badge Office forms in line with that typically used for other authorities should reduce confusion on how to make temporary or long-term signature assignments. Memorandum MM885/ADS953 has been revised accordingly.
- 3) Two U.S. Visitor Badge Request forms (Forms 1725 and 1735) have now been merged into one, Form 1735. Henceforth, Form 1735 may be used for single or multiple visitors who are coming for the same purpose. If a host wishes selected visitors to the same event to have a picture badge, two separate forms must be submitted. The form now also asks the host of a classified visit to indicate if the visit is in support of a reimbursable program or contract; visit request processing differs depending on the answer.
- 4) Because there have been numerous significant changes to all Badge Office forms over the past year, the Badge Office is requesting that as soon as possible, but no later than C.O.B. February 5, 1999, all Laboratory organizations and subcontractors use the most current version of these forms (nos. 864, 917, 1671, 1672, 1735, 1745). They can be found on the Badge Office Web site or under the Laboratory's Official Documents page. After February 5, older versions of the forms will be returned for resubmission.

Contact the Badge Office at badge@lanl.gov or 667-6901 with any questions or comments.